

Preparing the Application

FIRST STEPS

- **Planning ahead**—Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. Your U.S. institutional affiliation will also be conducted based on the application and accompanying project statement.
- **Consulting with colleagues**—You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

GENERAL APPLICATION GUIDELINES

- At the time of application, you **must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) three references and (e) letter of invitation, if applicable.**
- To ensure correct completion of the application, **read carefully the detailed instructions** provided in these guidelines.
- All items **must be in English.**
- The entire application **must be typed or computer-generated.** Use 10-point or larger type on all parts of the application. Handwritten applications will not be accepted.
- Responses to questions on the four-page application must fit on the pages on which the questions originally appear. **Do not attach additional pages** to answer these questions.
- Contact the local Fulbright organization from which you received this application to **request an electronic version (Microsoft Word) of the application.** If using an electronic version of the application, do not change the format of the forms, the pagination, the fonts or the type size.
- Proofread the entire application before submitting it to your local Fulbright organization. The **application should be free of grammatical and spelling errors.**
- **Treat the application as a unitary whole, with all parts reinforcing the project statement.** The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

Item 2. *Category of Grant*

- Check the appropriate box for the type of grant you are seeking: lecturing (L), research (R), or lecturing/research (L/R).

(L): If the primary purpose of your project is to teach or team-teach at least one full semester course. (Note: You will be required to submit course syllabi along with a confirmed invitation to lecture.)

(R): If the primary purpose of your project is to conduct research. (Note: You will be required to submit a research bibliography.)

(L/R): If your project will include significant portions of both lecturing and research as defined above (Note: You will be required to submit two project statements, course syllabi and a research bibliography.)

Item 5. Full Name

- **Give your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

Item 8. U.S. Permanent Residency

- If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright Program.

Item 9. Date of Birth (Month/Day/Year)

- Write out the name of the month (for example, February 1, 1957), rather than the numerical figure.

Item 11. Current Position and Start Date, Department/Office, Institution

- List the name of your department or office and home institution **in English**.

Item 12. Academic Credentials

- State the degree earned and its equivalency in English (Masters, Doctorate, etc.).

Item 13. Significant Professional Accomplishments and Publications

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write “See curriculum vitae.” List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher’s name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided. Do not attach additional pages.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line.

Item 15. Project Title

- The project title should succinctly describe the focus of the award activity (for example, “Evaluating Fundamental Tax Reforms in a Globalizing World” or “Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks”). For lecturing/research awards, distinguish between both components, separating them with a semicolon.

Item 16. Summary of Project Statement

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- The summary of your proposed research and/or lecturing activities should fit *within the space provided*. Do not attach additional pages.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.

Item 17. Proposed Program Length and Dates

- Consult with the Fulbright organization in your country regarding country-specific minimum and maximum grant lengths.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (September through May), when your U.S. colleagues are more likely to be available.

Item 18. *Major Academic Discipline*

- Select one discipline from the list below that best describes your general area of expertise, and enter it exactly as it appears in the list.

Agriculture	Dance	Mathematics
American History	Economics	Medical Sciences
American Literature	Education	Music
American Studies	Engineering	Philosophy
Anthropology	Environmental Sciences	Physics/Astronomy
Archaeology	Film Studies	Political Science
Architecture	Geography	Psychology
Art	Geology	Public Administration
Art History	History (non-U.S.)	Public/Global Health
Biological Sciences	Information Sciences	Religious Studies
Business Administration	Journalism	Social Work
Chemistry	Language/Literature (non-U.S.)	Sociology
Communications	Law	TEFL/Applied Linguistics
Computer Science	Library Science	Theater
Creative Writing	Linguistics	Urban Planning

Item 19. *Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Item 20. *Professional Travel and/or Residence Abroad During the Last Five Years*

- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019 or IAP-66, if available.

Item 22. *Identification of Referees*

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See “Reference Reports” on page XII for more detailed information.

Item 23. *Self-Assessment of English Proficiency*

- Indicate your personal assessment of your level of competence in English.
- An English proficiency test should be conducted by the Fulbright organization representative if you are from a non-English-speaking country. The results of this test should be attached to the application by the Fulbright organization.

Item 27. *Marital Status*

- Choose from the following options: divorced, engaged, married, separated, single or widowed.

Item 28. *Dependents*

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. **List names as they appear on their passports.** If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Fulbright organization informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to their local Fulbright organization in order to confirm eligibility and facilitate the issuance of forms required for visa application. Dependents who are U.S. citizens will not be issued J-2 visas and must travel on a U.S. passport.
- Note: Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

Item 29. *Alternate Funding*

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, other grants, etc.). Please list funding amounts in U.S. dollars and attach supporting documentation.

THE PROJECT STATEMENT

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a typed, detailed project statement of no more than five single-spaced pages (3,500 words) on plain, white paper with each page numbered. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate, to your proposed research. For a lecturing proposal, attach sample course syllabi of no more than 10 pages for courses you propose to teach or have taught.

Format

- The project statement itself must be three to five single-spaced typed pages. **Do not exceed the page limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.
- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT

Background: Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

Significance: Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

Evaluation and Dissemination: Describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States for the Proposed Project: Indicate why it is necessary for the accomplishment of the project to conduct research in the United States.

Duration: Explain how the project can be completed within the time period proposed.

English Proficiency: Describe your schooling in English, use of English and level of competence in speaking, reading and writing.

Other: If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

Content

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and CIES staff that can assist you in preparing a more competitive and ultimately successful Fulbright application.

- Type a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? To whom? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the U.S. Embassy and your prospective host, if known, in order to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.

- Do not assume that your suitability for the endeavor is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- Do not stress how a Fulbright grant will benefit only you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

Style

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements. When composing a curriculum vitae, it is important to include:

- education (universities attended, degrees earned and dates received)
- positions held
- courses taught and other services provided to students and the home institution
- publications (provide full citations and list them starting with the most recent)
- other professional activities, such as workshops, seminars and consultations
- membership and activities in professional associations
- professional honors, awards and fellowships
- community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to display more completely your accomplishments.

Note: Copies of diplomas are not required.

REFERENCE REPORTS

Candid, frank reference reports or letters of reference help reviewers place your research or lecturing proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- You must submit three references. Do not submit more than three references.
- A copy of the project statement should be given to each referee.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be attached to the Reference Report Forms provided for this purpose and should be sent by the evaluators directly to the Fulbright organization in your home country.
- It is your responsibility to ensure that reference reports are submitted by the deadline.



Fulbright Scholar Program

2009-10 Visiting Scholar Application Form – [Suggested Format]

(Use 10-point or larger type, and do not hand write. Answers must fit in the space provided.)

1. Home country:
2. Category of grant: L ☐ R ☐ L/R ☐
3. Title (*check one*): Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐
4. Gender: Male ☐ Female ☐
5. Family name: First: Middle:
6. Country(ies) of citizenship:
7. Country of legal residence:
8. Do you have or are you applying for U.S. permanent residency (*i.e., a green card*)? Yes ☐ No ☐
9. Date of birth: *month, day, year*
10. Place of birth: *city, country*
11. Current position and start date: *job title of current position start date of current position (month/year)*
Department/office, institution (*your complete mailing address, telephone, fax and e-mail*):

12. Academic credentials (*degrees—list three highest degrees*):

Name/Location of Institution/Web site	Field of Study	Name of Diploma or Degree	Date Received

13. Most significant professional accomplishments, honors and awards and up to three significant publications:

14. Previous Fulbright grants (*If yes, list most recent first; specify whether student or scholar grant and dates*):

15. Project title:

16. Brief summary of project statement (*Please use only the space provided. Do not attach additional pages.*):

PROGRAM/PROFESSIONAL INFORMATION

17. Number of months required for project:

- Date (*month/day/year*) you expect to
- a. Begin your project:
 - b. End your project:

18. Major academic discipline (*must select from list on page VIII of instructions*):

19. Specialization(s) (*list sub-fields within the academic discipline; for lecturing awards, list topics on which you would be willing to lecture*):

20. Professional travel and/or residence abroad during the last five years (*list countries, dates and purpose of activity*).
If you have entered the United States on a J-1 or J-2 visa, please list the J category of sponsorship (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019 or IAP-66 forms, if available.:

21. Cultural, educational and professional societies of which you are a member:

22. Identification of referees: (*List the name, title, mailing and e-mail addresses and telephone and fax numbers of three persons from whom you have requested a letter of reference. These colleagues should know your work, and at least one should be from outside your home institution.*)

(1)

(2)

(3)

23. Self-assessment of English proficiency (*excellent, good or fair*):

Reading:

Writing:

Speaking:

B

24. Preferred host institution(s): *(If you have made arrangements for affiliation with a U.S. host institution, provide the following information and attach your letter of invitation. If you have not made arrangements for affiliation, you are strongly encouraged to identify three preferences **in order of priority**. Be sure to give detailed reasons for each choice, and confirm that these universities offer programs in your field of interest.)*

(1) <u>Professor, Department, Telephone, Fax and E-mail</u>	<u>Institution and Institutional Address</u>
<p>Is a letter of invitation attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have not obtained a letter of invitation, provide reasons for suggested affiliation:</p> <p>Initial contact made: <input type="checkbox"/> (date _____) Letter of invitation expected: <input type="checkbox"/> (by date: _____) No contact has been made: <input type="checkbox"/></p>	
(2) <u>Professor, Department, Telephone, Fax and E-mail</u>	<u>Institution and Institutional Address</u>
<p>Is a letter of invitation attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have not obtained a letter of invitation, provide reasons for suggested affiliation:</p> <p>Initial contact made: <input type="checkbox"/> (date _____) Letter of invitation expected: <input type="checkbox"/> (by date: _____) No contact has been made: <input type="checkbox"/></p>	
(3) <u>Professor, Department, Telephone, Fax and E-mail</u>	<u>Institution and Institutional Address</u>
<p>Is a letter of invitation attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have not obtained a letter of invitation, provide reasons for suggested affiliation:</p> <p>Initial contact made: <input type="checkbox"/> (date _____) Letter of invitation expected: <input type="checkbox"/> (by date: _____) No contact has been made: <input type="checkbox"/></p>	

PERSONAL INFORMATION

25. Home mailing address, telephone, fax and e-mail:

26. Name, mailing address, telephone, fax and e-mail of person to be notified in case of emergency and his/her relationship to you:

27. Marital Status (*divorced, engaged, married, separated, single, or widowed*):

28. Names of dependents who may accompany you to the United States. List each separately, and provide the following information (*includes spouse and any unmarried children under the age of 21*):

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>City & Country of Birth</u>	<u>Country of Citizenship & Country of Legal Perm. Res.</u>	<u>Length of Stay in the U.S.</u>
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29. Do you expect to receive sabbatical pay, paid leave of absence or other sources of financial support during your Fulbright grant? Yes ☐ No ☐

If you answered Yes, please specify source(s) and amount(s) in U.S. dollars (please attach supporting documentation):

30. Physical impairment (*please describe, if any*):

Note: This information is gathered for statistical purposes and to ensure appropriate placement and accommodations. The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.

By my signature below, I certify that to the best of my knowledge, the information provided in all parts of my application is accurate and complete. I understand that final approval of my application is dependent upon my eligibility for a J visa to the United States. I agree to return to my home country upon the expiration of my authorized stay in the United States.

Signature:

Date:

Fulbright Scholar Program



Reference Report

Applicant should complete Parts I and III and then give this form to the referee with the project statement.

PART I

Name of Applicant

Name of Referee

Position

Position

Department

Department

Institution

Institution

City/Country

City/Country

Number of Months Required for Project:

PROJECT SUMMARY

(Detailed project statement should be given to the referee before Part II is completed.)

PART II

The referee should attach a typed letter on institutional letterhead addressing the items below and return it with this form to the local Fulbright organization at the address provided. The reference must be written in or translated into English and must be received by the deadline indicated below. Applications cannot be reviewed without reference reports.

1. How long and in what capacity have you known the applicant?
2. Please discuss the applicant's qualifications and the merits of the proposal by commenting on the following:
 - (a) applicant's credentials, potential and record of academic or professional accomplishments
 - (b) significance of proposal to the field
 - (c) importance of project to home country
 - (d) relevance of applicant's previous research and training to proposed project
3. Please address the applicant's cross-cultural adaptability and flexibility.

Signature of Referee

Month/Day/Year

Fulbright Scholar Program



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Name of Referee

Position

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Fulbright Scholar Program



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Signature of Referee

Month/Day/Year